

INVITATION TO BID	CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION	BID DUE DATE & TIME 07/01/16 - 11:00 a.m. CST
TITLE: POLICE VEHICLE ACCESSORIES		RETURN BID TO: PURCHASING DIVISION PO BOX 1471 222 St. Louis Street 8th Floor Room 826 BATON ROUGE, LA 70802
RQ039718 FILE NO. 16-01990 AD DATES: 06/15/16 & 06/22/16		Purchasing Analyst – Dexter Stewart Telephone – 225-389-3259 x 323 Email: dsstewart@brgov.com
VENDOR NAME		MAILING ADDRESS
REMIT TO ADDRESS		CITY, STATE, ZIP
TELEPHONE NO.	FAX NO.	E-MAIL
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER		TITLE
AUTHORIZED SIGNATURE		PRINTED NAME

ENUMERATE ADDENDA RECEIVED (if any) _____

DELIVERY _____ DAYS MAXIMUM AFTER RECEIPT OF ORDER

F.O.B.: DESTINATION - TERMS: NET 30

ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID

The above signature on this document certifies that bidder has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, bidder further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation.

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

POLICE VEHICLE ACCESSORIES PRICING SHEET

ITEM	DESCRIPTION	QUANTITY	UNITS	PRICE	EXTENDED PRICE
0001	Aluminum Push Bumper for 2016 Chevrolet Tahoe (Setina PB450L4 Whelen 4 IONS) or Approved Equal – See Specifications State Brand and Model # Bidding: _____	6	Each	_____	_____
0002	K9 Transport Stall Sensor for 2016 Chevrolet Tahoe (Havis KK-K9-HAP-ESFS-K) or Approved Equal - see Specifications State Brand and Model # Bidding: _____	6	Each	_____	_____
0003	K9 Transport Heat Alarm Pager for 2016 Chevrolet Tahoe (Havis KKK-K9-HA-RBM-TG) or Approved Equal - see Specifications) State Brand and Model # Bidding: _____	6	Each	_____	_____

POLICE VEHICLE ACCESSORIES PRICING SHEET

ITEM	DESCRIPTION	QUANTITY	UNITS	PRICE	EXTENDED PRICE
0004	K9 Transport Heat Alarm with Remote Door Pop System for 2016 Chevrolet Tahoe (Havis KK-K9-HP-5010B) or Approved Equal - see Specifications State Brand and Model # Bidding: _____	6	Each	_____	_____
0005	K9 Transport System for 2016 Chevrolet Tahoe (Havis KK-K9-C23-K) or Approved Equal - see Specifications State Brand and Model # Bidding: _____	6	Each	_____	_____
0006	Vehicle Console for 2016 Chevrolet Tahoe (Havis C-VS-1013-TAH-1) or Approved Equal – See Specifications State Brand and Model # Bidding: _____	6	Each	_____	_____

POLICE VEHICLE ACCESSORIES PRICING SHEET

ITEM	DESCRIPTION	QUANTITY	UNITS	PRICE	EXTENDED PRICE
0007	Charger for 2016 Chevrolet Tahoe (Havis CG-X Charge-Guard Select) or Approved Equal – See Specifications State Brand and Model # Bidding: _____	6	Each	_____	_____
0008	Speaker for 2016 Chevrolet Tahoe (Motorola HSN4031B) or Approved Equal - See Specifications State Brand and Model # Bidding: _____	6	Each	_____	_____
0009	Wireless Mobile Gateway Device with WIFI for 2016 Chevrolet Tahoe (Sierra Wireless Airlink GX450 Model Number: 1102360) or Approved Equal - see Specifications State Brand and Model # Bidding: _____	6	Each	_____	_____

POLICE VEHICLE ACCESSORIES PRICING SHEET

ITEM	DESCRIPTION	QUANTITY	UNITS	PRICE	EXTENDED PRICE
0010	Powder Coating for Single Drawer Cabinet for 2016 Chevrolet Tahoe (OPS Public Safety 40101004) or Approved Equal - see Specifications State Brand and Model # Bidding: _____	6	Each	_____	_____
0011	Rubber Matting for Single Drawer Cabinet for 2016 Chevrolet Tahoe (OPS Public Safety 40101010) or Approved Equal - see Specifications State Brand and Model # Bidding: _____	6	Each	_____	_____
0012	Aluminum Single Drawer Cabinet for 2016 Chevrolet Tahoe (OPS Public Safety OP-CTU-12-47-36-D) or Approved Equal - see Specifications State Brand and Model # Bidding: _____	6	Each	_____	_____

POLICE VEHICLE ACCESSORIES PRICING SHEET

ITEM	DESCRIPTION	QUANTITY	UNITS	PRICE	EXTENDED PRICE
0013	INSTALLATION – Must be Havis certified for Havis items 0002, 0003, 0004, 0005, 0006, and 0007	1	Each	_____	_____
0014	INSTALLATION – Must be OPS Public Safety certified for OPS Public Safety items 0010, 0011, and 0012	1	Each	_____	_____
0015	INSTALLATION – Must be Setina certified for Setina item 0001	1	Each	_____	_____
TOTAL _____					

POLICE VEHICLE ACCESSORIES SPECIFICATIONS

The specification describes the minimum requirements. Equipment shall be new, of current manufacture, a production model, and meet or exceed the minimum requirements. Bidders should identify whether the proposed product bidding comply with the minimum requirements and identify any deviations to the requirements.

ITEM	DESCRIPTION	DEVIATION (if applicable)
0001	<p>Aluminum Push Bumper for 2016 Chevrolet Tahoe (Setina PB450L4 Whelen 4 IONS) or Approved Equal</p> <ul style="list-style-type: none"> • All blue lights, recessed • Aluminum push bumper • Integrated front LED warning lights (blue) • recessed into push bumper <p>State Brand and Model # Bidding:</p> <hr/>	
0002	<p>K9 Transport Stall Sensor for 2016 Chevrolet Tahoe (Havis KK-K9-HAP-ESFS-K) or Approved Equal</p> <ul style="list-style-type: none"> • Engine stall sensor includes cable with white connector on one end and black sensor on the other end. Comes with wire loom, wire ties and a plastic cap <p>State Brand and Model # Bidding:</p> <hr/>	
0003	<p>K9 Transport Heat Alarm Pager for 2016 Chevrolet Tahoe (Havis KK-K9-HA-RBM-TG) or Approved Equal</p> <ul style="list-style-type: none"> • Remote pager/beeper module <p>State Brand and Model # Bidding:</p> <hr/>	

POLICE VEHICLE ACCESSORIES SPECIFICATIONS

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ITEM	DESCRIPTION	DEVIATION (if applicable)
0004	<p>K9 Transport Heat Alarm with Remote Door Pop System for 2016 Chevrolet Tahoe (Havis KK-K9-HP-5010B) or Approved Equal</p> <ul style="list-style-type: none"> • Includes heat alarm pro (Havis KK-K9-HA-2510B or Approved Equal) • Includes remote door pop system (Havis KK-K9-DP-3000-H or Approved Equal) <p>State Brand and Model # Bidding:</p> <hr/>	
0005	<p>H K9 Transport System For 2016 Chevrolet Tahoe (Havis KK-K9-C23-K) or Approved Equal</p> <ul style="list-style-type: none"> • Kit housing with one front sliding door, aluminum door panels and fold-down interior window guards • Fabricated from heavy-duty aluminum • White powder coat finish • Window guards include bolt on flat panels that can be removed for optional 10" emergency exhaust fan mounting. Fan can mount on driver or passenger side • 10" fan and mount kit for window guard mounting • Front wall includes mounting location for optional air circulation fan • Ceiling includes perforated area to allow OEM air conditioning vents to blow into K9 compartment. • Ceiling also includes LED dome light with white or red color feature. (two position rocker switch included) • Includes heavy duty rubber mat <p>State Brand and Model # Bidding:</p> <hr/>	

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ITEM	DESCRIPTION	DEVIATION (if applicable)
0006	<p>Vehicle Console for 2016 Chevrolet Tahoe (Havis C-VS-1013-TAH-1) or Approved Equal</p> <ul style="list-style-type: none"> • Mounts between bucket seats and fits to dash contour • Provides 2.5" inches between console and seats • 23" of internal control head and accessory mounting space • Includes 21" inches of filler plates (FP) and/or equipment brackets (EB) to completely enclose mounting area less internal mount options • Includes 2" plate for mounting OEM 12 volt sockets with wire and fuse and aux input module (uses 2" of internal console space in front 10" section) • Includes internal front electrical equipment mounting shelf with removable front side trim panels for easy access • Passenger side front trim panel includes cutout for OEM 120 volt socket (blank plate also included if 120 volt socket is not used) • Includes two (2) 12 volt sockets with wire and fuse mounted in top center reinforcement bracket • Includes mounting bracket (Havis C-EB40-WS2-1P or Approved Equal) • Includes mounting bracket (Havis C-EB-MMT-1P) or Approved Equal • Includes mounting bracket (Havis C-EB35-RHP-1P) or Approved Equal <p>State Brand and Model Bid:</p> <p>_____</p>	

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ITEM	DESCRIPTION	DEVIATION (if applicable)
0007	<p>Charger for 2016 Chevrolet Tahoe (Havis CG-X Chargeguard Select) or Approved Equal</p> <ul style="list-style-type: none"> • Regulated by a programmable timer • LED indicates under and over voltage conditions • Protects mobile electronics from voltage anomalies • Height 1: 1.3 in (3.2 cm), height 2: 3.8 in (9.7 cm), width 1: 3.7 in (9.3 cm) • Gross Weight: 0.35 lbs <p>State Brand and Model Bid:</p> <p>_____</p>	
0008	<p>Speaker (Motorola HSN4031B) for 2016 Chevrolet Tahoe or Approved Equal</p> <ul style="list-style-type: none"> • Internal / External <p>State Brand and Model Bid:</p> <p>_____</p>	
0009	<p>Wireless Mobile Gateway Device with WIFI for 2016 Chevrolet Tahoe (Sierra Wireless Airlink GX450VZ Model Number: 1102360) or Approved Equal</p> <ul style="list-style-type: none"> • Compatible with Verizon 4G LTE network • GPS report store • 3 year warranty • 1 Ethernet port • 1 Serial port • DC power cable • Military spec design (MIL-STD 810) • Water-resistant (IP-64 rating) • 1 RS-232 serial port • 1 digital I/O • 1 USB • 2 cellular and 1 GPS antenna connection <p>State Brand and Model Bid:</p> <p>_____</p>	

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The specification describes the minimum requirements. Equipment shall be new, of current manufacture, a production model, and meet or exceed the minimum requirements. Bidders should identify whether the proposed product bidding comply with the minimum requirements and identify any deviations to the requirements.

ITEM	DESCRIPTION	DEVIATION (if applicable)
0010	<p>Powder Coating for Single Drawer Cabinet for 2016 Chevrolet Tahoe (OPS Public Safety 40101007) or Approved Equal</p> <p>State Brand and Model # Bidding:</p> <p>_____</p>	
0011	<p>Rubber Matting for Single Drawer Cabinet for 2016 Chevrolet Tahoe (OPS Public Safety 40101010) or Approved Equal</p> <p>State Brand and Model # Bidding:</p> <p>_____</p>	

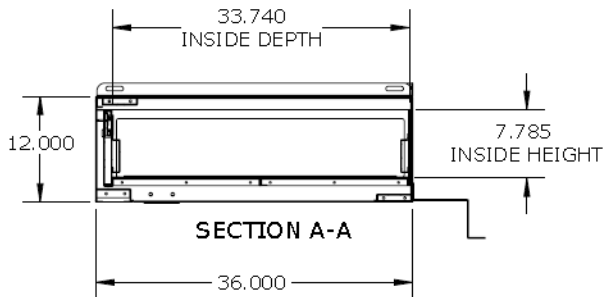
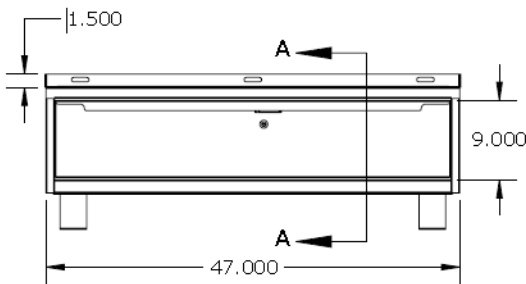
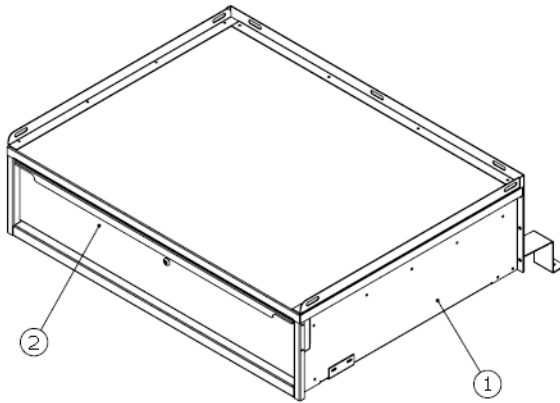
POLICE VEHICLE ACCESSORIES SPECIFICATIONS

The specification describes the minimum requirements. Equipment shall be new, of current manufacture, a production model, and meet or exceed the minimum requirements. Bidders should identify whether the proposed product bidding comply with the minimum requirements and identify any deviations to the requirements.

ITEM	DESCRIPTION	DEVIATION (if applicable)
0012	Aluminum Single Drawer Unit for 2016 Chevrolet Tahoe (OPS Public Safety OP-CTU-12-47-36-D) per Drawing and Notes below or Approved Equal State Brand and Model # Bidding: <hr/>	

NOTES:
CABINET

- MADE FROM 0.100 ALUMINUM
 - ANTI-SKID LINER ON TOP
 - PLUS 1.5" CARGO RAIL AROUND SIDES AND BACK
 - MOUNTING BRACKETS INCLUDED
- DRAWER**
- MADE FROM 0.100 ALUMINUM
 - 2 - FRONT TO BACK DIVIDERS
 - KEY LOCKING
 - RUBBER MATTING
 - 500LBS DRAWER SLIDES



POLICE VEHICLE ACCESSORIES SPECIFICATIONS

The specification describes the minimum requirements. Equipment shall be new, of current manufacture, a production model, and meet or exceed the minimum requirements. Bidders should identify whether the proposed product bidding comply with the minimum requirements and identify any deviations to the requirements.

ITEM	DESCRIPTION	DEVIATION (if applicable)
0013	<p>INSTALLATION – Must be Havis certified for Havis items 0002, 0003, 0004, 0005, 0006, and 0007</p> <p>Havis Certified? <input type="checkbox"/> Yes</p> <p style="padding-left: 150px;"><input type="checkbox"/> No</p>	
0014	<p>INSTALLATION – Must be OPS Public Safety certified for OPS Public Safety items 0010, 0011, and 0012</p> <p>OPS Public Safety Certified? <input type="checkbox"/> Yes</p> <p style="padding-left: 150px;"><input type="checkbox"/> No</p>	
0015	<p>INSTALLATION – Must be Setina certified for Setina item 0001</p> <p>Setina Certified? <input type="checkbox"/> Yes</p> <p style="padding-left: 150px;"><input type="checkbox"/> No</p>	

INSTRUCTIONS TO BIDDERS / TERMS & CONDITIONS - SEALED BIDS

Bidders are urged to promptly review the requirements of this specification and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications is clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification documents will not be considered after bids are opened.

1. Read the entire bid, including all terms and conditions and specifications.
2. Bids are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive bids. Bidders should rely only on advertisements in the local newspaper, and should personally pick up bids and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
3. The bid number, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
4. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 on or before the specified bid opening date and time. Late bids will not be considered under any circumstances.
5. After opening, bids may not be withdrawn for a period of sixty (60) days.
6. The City Parish specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, to accept the bid which is in the best interest of the City parish, and to reject all proposals if that is in the best interest of the City Parish.
7. Except for bids submitted through the www.bidexpress.com on-line bidding site, bids shall be accepted only on bid forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. Altered or incomplete bids (including non-acknowledgement of addenda issued, if any), or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection.
8. All bids must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.
9. All bids must be signed. Failure to do so shall cause the bid to be rejected as non-responsive.
10. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.
11. Detailed factory specifications, illustrative literature and any deviations should be submitted with bid as required by the specifications or on the bid form. Representative samples shall be submitted upon request, if appropriate. Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for the City to evaluate quality, suitability, and compliance with the specifications in the solicitation.
12. Written addenda issued prior to bid opening which modifies the bid shall become a part of the bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method. Failure to acknowledge receipt of addenda (if any) shall render the bid non-responsive and subject to rejection.
13. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.

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14. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with bid. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.

15. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor. Late deliveries or unsatisfactory performance may be cause to cancel the Purchase Order or contract.

16. All bidders should submit with their bid, or have on file with the Purchasing Division, a City - Parish Business Profile Data Form. The Business Profile Data Form is available at the Purchasing Department section of the City of Baton Rouge website, www.brgov.com, or by calling the Purchasing Department at 225-389-3259.

17. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.

18. City - Parish purchases are excluded from state and local taxes.

19. Acceptance of award by vendor, either in writing or by shipment of any article described herein, shall effectuate a contract between City - Parish and vendor for the materials described herein, and no additional conditions or amendments shall have any effect unless approved in writing by City - Parish.

20. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the EBR City Parish Purchasing office during normal working hours.

21. The City - Parish is an equal opportunity employer, and does not discriminate against anyone on the basis of race, sex, creed, color, religion, national origin, ancestry, reprisal, disability, sexual orientation, marital status or political affiliation.

22. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed? YES NO _____. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.

23. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.

24. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.

25. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.

26. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in accordance with the requirements in OMB circular a-133.

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.

27. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.

28. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://brgov.com/dept/purchase/bidresults.asp>.

29. Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.

30. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

FEDERAL CLAUSES, IF APPLICABLE.

Anti-kickback clause. The contractor hereby agrees to adhere to the mandate dictated by the Copeland "anti-kickback" act Which provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the Completion of work, to give up any part of the compensation to which he is otherwise entitled.

Clean air act. The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders or requirements issued under section 306 of the clean air act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

Energy policy and conservation act. The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Clean water act. The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

Anti-lobbying and debarment act. The contractor will be expected to comply with federal statutes required in the anti-lobbying Act and the debarment act

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**BIDDER'S ORGANIZATION
BIDDER IS:**

AN INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Telephone No.: _____ Fax No.: _____

A PARTNERSHIP

Firm Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A CORPORATION

**IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION MUST
BE SUBMITTED WITH BID.**

Corporation Name: _____

Address: _____

State of Incorporation: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID MUST COMPLETE THIS FORM.

CORPORATE RESOLUTION

A meeting of the Board of Directors of _____ a corporation organized under the laws of the State of _____ and domiciled in _____ was held this _____ day of _____, 20__ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

BE IT RESOLVED, that _____ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____, a corporation created under the laws of the State of _____ domiciled in _____; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the _____ day of _____, 20__, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This _____ day of _____, 20__.

SECRETARY

CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work. Contractor shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide. Contractor is responsible for assuring that its subcontractors meet these insurance requirements.

A Commercial General Liability on an occurrence basis as follows:

General Aggregate	\$2,000,000
Products-Comp/Op Agg	\$ 1,000,000
Personal & Adv Injury	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Fire Damage (Any one fire)	\$ 50,000
Med Exp	\$ 5,000

B. Business Auto Policy
Any Auto, or Owned, Combined Single Limit
Non-Owned & Mired \$300,000

C. Standard Workers Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage.

D. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.

E. Waiver of subrogation in favor of City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.

F. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.

G. The Certificate Holder should be shown as:

City of Baton Rouge and Parish of East Baton Rouge
Attn: Purchasing Division
Post Office Box 1471
Baton Rouge, Louisiana 70821